

EMPLOYMENT OPPORTUNITY

RPA #	GOE -004
ANALYST'S INITIALS	TP
DATE	05/30/06

YOU MUST BE AN EMPLOYEE OF THE DEPARTMENT OF GENERAL SERVICES AND CURRENTLY HAVE PERMANENT FULL-TIME CIVIL SERVICE STATUS IN THE SAME CIVIL SERVICE CLASSIFICATION AS THE POSTED POSITION OR CURRENTLY HAVE A PERMANENT INTERMITTENT CIVIL SERVICE STATUS IN THE SAME CIVIL SERVICE CLASSIFICATION AS THE POSTED POSITION AND MEET THE ELIGIBILITY CRITERIA FOR A TIME BASE CHANGE UNDER STATE PERSONNEL BOARD RULE 277.

CLASS TITLE Staff Services Analyst (General)	POSITION NUMBER 327-100-5157-XXX	TENURE PERMANENT	TIME BASE Full Time	CBID R01
OFFICE OF Little Hoover Commission		LOCATION OF POSITION (CITY or COUNTY) Sacramento		MONTHLY SALARY \$2632 TO \$4155
SEND APPLICATION TO: Nancy Lyons, Deputy Executive Director Little Hoover Commission 925 L Street, Ste. 805 Sacramento, CA 95814		REPORTING LOCATION OF POSITION 925 L Street, Ste. 805, Sacramento		
		SHIFT AND WORKING HOURS DAYS: 8 a.m. – 5 p.m.		
		WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN		
		PUBLIC PHONE NUMBER (916) 445-2125	PUBLIC PHONE NUMBER (916) 485-2125	POST & BID FILE BY: 06/09/2006
		SUPERVISED BY AND CLASS TITLE Nancy Lyons, Deputy Executive Director		FILE BY 06/13/2006

SELECTION CRITERIA - -

Selection will be based on the departmental geographic area (geographic region, program, division, etc.) The most senior bidder, if any, within the departmental geographic area shall be offered the position. If no employee from the departmental geographical area bids, then the most senior bidder in the department shall be offered the position. **If there are no bidders for this position, other qualified applicants may be considered.**

(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

ESSENTIAL FUNCTIONS

DUTIES

Under the direction of the deputy executive director, the incumbent performs research and analyzes information for project managers and Commission studies using a wide range of resources, including the Internet, libraries, and the California Research Bureau; assists in compiling and analyzing statistics for Commission reports; drafts report findings to assist project managers with Commission studies; provides systems support for computer equipment to keep equipment operating efficiently and the Commission's Web Home Page updated; designs and formats Commission reports to prepare them for final printing and binding by a professional printer; drafts public notices and press releases to alert public and press of upcoming Commission meetings; attends Commission meetings in Sacramento and occasionally out of town and takes notes on the discussions to provide information for project managers and Commission studies; and, assists with the compilation of the public hearing materials to provide the Commissioners with their monthly binders. Incumbent may be asked to draft correspondence to Commissioners and/or other persons.

DESIRABLE QUALIFICATIONS

Ability to use personal computer, including the Internet and WindowsXP Professional, Microsoft Word, Outlook, Excel and PowerPoint, Symantic AntiVirus, Web editing software programs, and Adobe PageMaker and PhotoShop software programs. Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment; participation in school or other activities, or by well-defined occupational or avocational interests; willingness and ability to accept increasing responsibility. **ADDITIONAL QUALIFICATIONS:** Ability to organize, set priorities, and work independently with a minimum of supervision. **INTERPERSONAL SKILLS:** Interact successfully in a team environment; ability to receive and follow direction; ability to maintain required job schedule; ability to focus attention on details and ability to follow work rules.